



COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

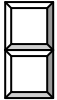
30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT INFORMATION
RESIDENTIAL PAVILION OR CARPORT**

Check each box after verifying that
requirement is met for submittal.

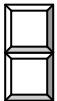
Submittal Requirements

Verified by Staff:
Date:



1. Completed application form for Residential Uses – Pavilion or Carports, Attachment (A).
2. Two copies of plot plan. See example, Attachment (B). When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper, and must include the following:

- | | |
|---|--|
| <input type="checkbox"/> All property lines and property line dimensions | <input type="checkbox"/> Existing well if property is served by well. |
| <input type="checkbox"/> Square footage or acreage of the property | <input type="checkbox"/> Existing septic area if property is served by septic. |
| <input type="checkbox"/> Building Restriction Lines (BRL) and utility easements | <input type="checkbox"/> Existing driveway |
| <input type="checkbox"/> North direction arrow | <input type="checkbox"/> Detailed dimensions of the proposed new construction. |
| <input type="checkbox"/> Scale of drawing | <input type="checkbox"/> Proposed new construction location with setbacks from the proposed new construction to <u>property lines and/or the nearest structure IN EACH DIRECTION</u> . |
| <input type="checkbox"/> Property Owner name(s) | |
| <input type="checkbox"/> Street Address of property | |
| <input type="checkbox"/> Existing dwelling and any other existing structures | |



3. Two sets of construction plans, per requirements noted in Attachment (C).
4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us.



5. When a property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.



6. Fees are due at the time of application:

399 sf or less

\$ 10.00 Automation Enhancement Fee
\$ 25.00 Filing Fee
\$105.00 Building Fee
\$ 40.00 Zoning Review Fee
\$180.00 TOTAL

400 sf or more

\$ 10.00 Automation Enhancement Fee
\$ 25.00 Filing Fee
\$164.00 Building Fee
\$ 40.00 Zoning Review
\$239.00 TOTAL

And

\$50.00 Health Review Fee if property is served by well and/or septic.



Notarized Letter of permission – the owner or licensed contractor must apply unless the applicant has a notarized letter of permission. The notarized letter of permission must be from the land owner, unless the permission is for a permit service to act on behalf of the contractor, and then the letter will be from the contractor giving permission to the permit service to act as an agent on their behalf.



Incorporated Towns: Same, except no Zoning Review fee; no Health Review fee unless indicated.



Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review Fee.

Procedures

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan is one week for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/permit.

Permit Issuance:

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- Conventional Permits. The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, inspection procedures, and additional information.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Completion: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- Residential accessory structures less than 150 sq.ft. do not require a Building Permit. Incorporated Towns may require a Zoning Certificate; contact the Town office for information.
- Residential accessory structures may not be placed in the required front yard.
- If property has a Residential Zoning (and not within an Incorporated Town), an accessory structure may be 600 sq.ft. (footprint) or less **-or-** half of the footprint of the house per Zoning regulations.
- All fees must be paid at time of application, by check, cash or credit card (fee applies to all credit or debit card transactions). Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage of the shed or gazebo. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- Time Limitation of Application: An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to one year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$45.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- Refunds: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- Revisions:
 - Revisions to a permit or application are \$25.00.

CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions).....	301-600-1089
Plan Reviewer (for construction plans).....	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height).....	301-600-1143
Environmental Health (well and septic information)	301-600-1726
Manager of Permitting Services.....	301-600-1089

FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 INFORMATION

A/P #

Process

Date:

Application Reviewed

By (initials):

Building Permit for GARAGE or CARPORT, PAVILION or POLE BUILDING (Residential Code)

SECTION I: CONTACT INFORMATION

Property Owner

Name(s) of person (s) the construction is for:

Current street address for above person(s):

Town:

State:

Zip:

Daytime Telephone Number:

Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town:

State:

Zip:

Contact Person for Permit Service (Applicant/Contact)
Phone #

Home Improvement Contractor

Company name:

(Contractor must apply when contracted to do the work)

Current street (mailing) address for Contractor:

Town:

State:

Zip:

MHIC license number:

Exp Date:

Contact Person for Contractor:

Contractor Telephone Number: Fax #

Contractor e-mail Address:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

Water Type :

Well

☐Sewer Type :

Septic

☐

Community

☐

Community

☐

Property Address of Jobsite:

Town:

State:

Zip:

Subdivision Name:

Lot #

Is Property Within an Incorporated Town?

Yes*

☐

No

*Town paperwork must be submitted with application.

Is there a roadside tree that will be disturbed or removed due to the proposed construction? (A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐No ☐

Walk-Through Permits

When property is served by public water and sewer, and property is not within an incorporated town, application may be eligible to be processed as a walk-through permit, if electrical and plumbing permit applications are submitted at the same time as the Building Permit Application.

If you would like to process this application as a walk-through, please check here:

Determination will be made by Staff at time of application submittal.

☐

General Information

Cost of Construction: _____
includes electrical, plumbing, labor & materials

Any Electrical Work Involved? Y ☐ N ☐

Any Plumbing Work Involved? Y ☐ N ☐

Garage/Carport : Attached	
Detached	

Garage/Carport: Will the garage have any use other than residential garage/carport/personal storage ? Y ☐ N ☐

Pavilion/Pole Bldg: Will the pavilion or pole building have any use other than residential storage? Y ☐ N ☐

If yes for the above, please describe:

Construction Details

Building Height: _____ *feet*
 Number of Stories: _____
 Total square footage _____

Foundation Wall:	
Exterior Wall Construction:	
Exterior Wall Covering:	
Roof Type (Truss or Rafter?):	
Roof Composition:	
Interior Wall:	
Floor Covering:	
Heating Fuel:	
Heating System:	
Central Air Y/N?	
Chimney Y/N?	
Fireplace Y/N?	
Existing Sprinkler?	

Property Details

If property served by Septic and/or Well, is proposed construction area staked Y/N? Y ☐ N ☐

Setbacks to property lines/nearest structure:

Front:	
Rear:	

Right:	
Left:	

Grading Permit Details From Grading Permit

Disturbed Area in Square Feet: _____
Quantity of Cut and/or Fill in Cubic Yards: _____

A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.

Finished Area

If there is any proposed finished area within this structure please describe:

Home Occupation

If there is a home occupation permit related to the proposed structure, please enter the permit number:

What is the home occupation?

Any information that will aid in the processing of your application:

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Properties Served by County Water and Sewer :

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

Building Permits and Applications for Building Permits are non-transferrable and non-assignable.

Signature of APPLICANT

Please print name

Connection with application



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR CARPORTS (Residential Code)

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit. Please note that brochures or photos from manufacturers are not adequate for plan review.
- ☐ 2) Construction plans must be drawn to scale; $\frac{1}{4}" = 1$ foot is preferred.

Construction plans shall include the following:

- ☐ 3) Footings and foundation plan.
- ☐ 4) Elevation plans. If an attached carport, show existing house on elevation plans. Plans need to show height of building; refer to Zoning Information sheet for "Determining Height of Building." Show all unique sides of carport.
- ☐ 5) Full cross sectional drawing.
- ☐ 6) Roof framing plans. Indicate rafter size and spacing, headers, post sizes and location of all on drawings.
- ☐ 7) If roof trusses are being used, provide truss drawing(s) designed for a minimum ground snow load of 30 lbs. per square foot.

Additional information is available from this department, or on the County website at: www.frederickcountymd.gov/permit



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PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR PAVILIONS (Residential Code)

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

If building will be used for passenger vehicles, please do not use this checklist.

- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit. Please note that brochures or photos from manufacturers are not adequate for plan review.
- ☐ 2) Construction plans must be drawn to scale; $\frac{1}{4}" = 1$ foot is preferred.

Construction plans shall include the following:

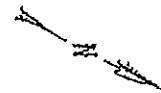
- ☐ 3) Footings and foundation plan.
- ☐ 4) Elevation plans showing all unique sides of pavilion. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 5) Full cross sectional drawing.
- ☐ 6) Wall and roof framing plans. Indicate size, location, spacing, grade, and species of framing members (i.e. rafters, headers, etc.).
- ☐ 7) If roof trusses are being used, provide truss drawing(s) designed for a minimum ground snow load of 30 lbs. per square foot.

Additional information is available from this department, or on the County website at: www.frederickcountymd.gov/permit

A hand-drawn site plan of a property, oriented with North (N) at the top. The plan shows several structures and areas with dimensions and labels:

- Top Left:** A structure labeled "54'0\"/>

— NAME OF ROAD —



SUBDIVISION NAME:		OWNER/APPLICANT NAME:	DRAWING SCALE:
LOT #:	LOT SIZE:	PROPERTY ADDRESS:	PROPERTY TAX I.D. NO.